E-Recruitment
User Manual v 2.0

Pre-requisites:

1. You need to have a valid E-mail ID before doing the registration.

2. Please enter your mail ID carefully because a Confirmation Link will be sent to that particular ID.

3. While registration if you experience any error, please take the screen shot of the same by pressing the "Print Screen" button from the keyboard. Pls. attach the screenshot and mail it to chrd@balmerlawrie.com with your problem.

4. In case of problems during profile creation or application to job, log your problem in the link "Feedback". (http://balmerlawrie.com/feedback) Please attach the particular screen shot as described in point no 3.

5. This application is supported by Internet Explorer 9, Mozilla Firefox, and Chrome. Pls. ensure that you are using the **above mentioned browsers only**. In case you are using IE 9+, please make sure you click on the "Compatibility View" feature under the Tools > Compatibility view settings. How to set compatibility view mode is given in the following pages.

6. Please keep a scanned copy of your photograph, date of birth certificate and highest relevant qualification ready as these are to be submitted along with the application.

7. The scanned copies should only be in .Pdf, .doc, .docx, .jpeg format only. No other file formats will be accepted by the system.

8. Please Disable Pop-up Blocker on your Web Browser.

9. Please install **Adobe Reader** so that you can easily download the system generated resume. Click here to download adobe reader

10. The confirmation mail will be received within 30 minutes of initial registration. So, kindly wait to receive the confirmation mail.

NB: In case some of the screen shots are not legible, you are requested to zoom the document.

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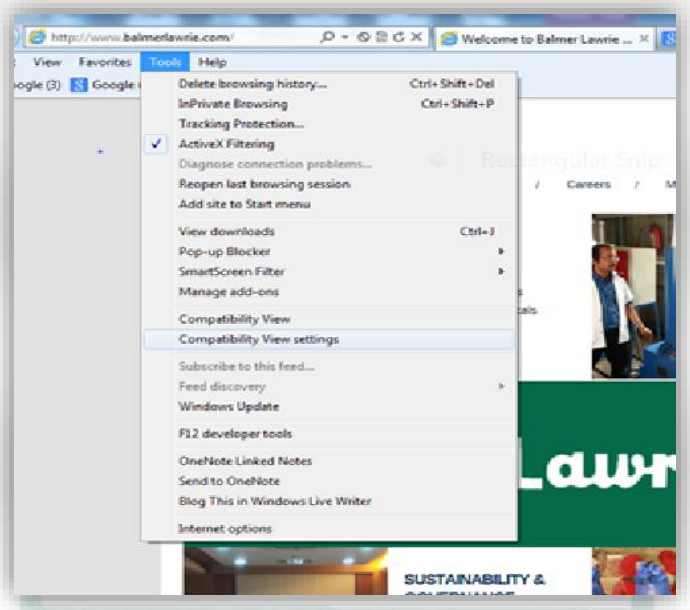
How to set the compatibility mode:

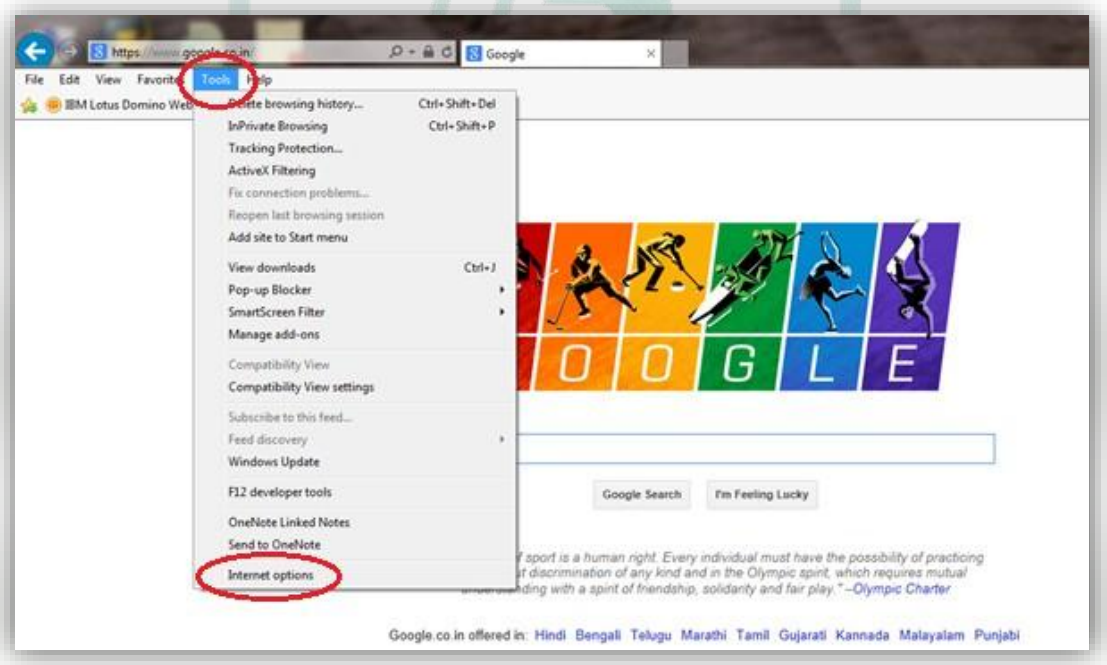
Use Internet Explorer 9, Mozilla Firefox, and Chrome.

If you are using Internet Explorer 9+, please make sure you click on the "compatibility view mode" Feature. The process for doing the same is given below

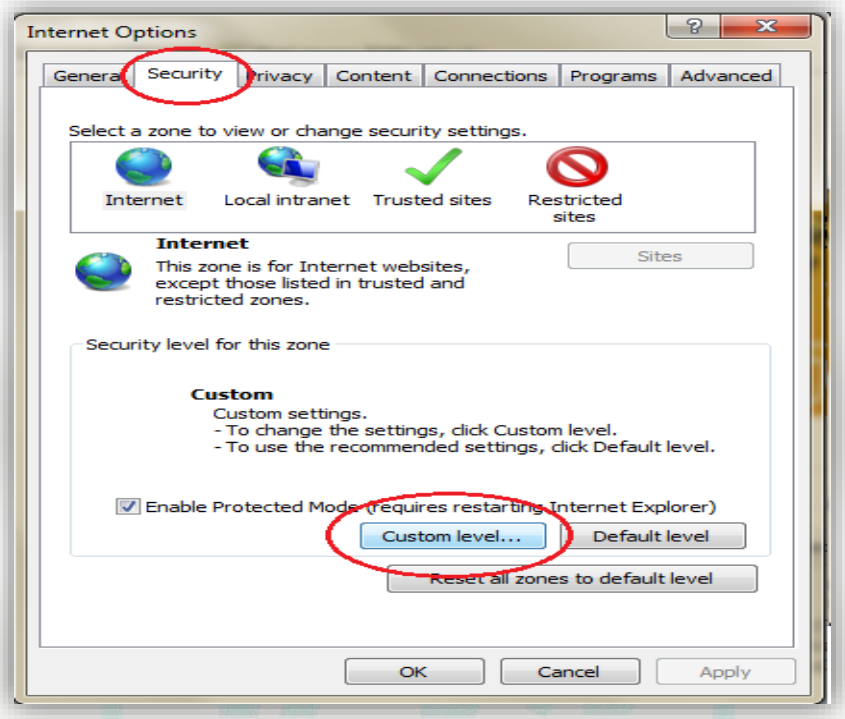


Please ensure that your **pop-up blocker** is deactivated. If not, please deactivate the pop-up blocker. Please refer to the following screen shots

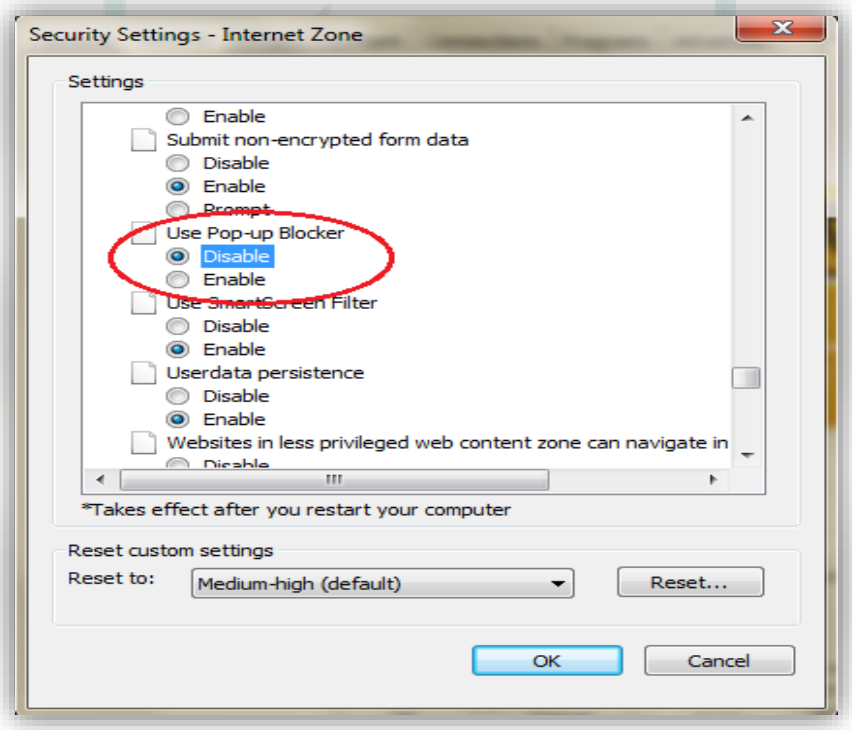
Open **Internet Explorer** → Go to Tools Tab→Internet Options



Now Go to Security Tab→ Click on Custom Level as follows:-

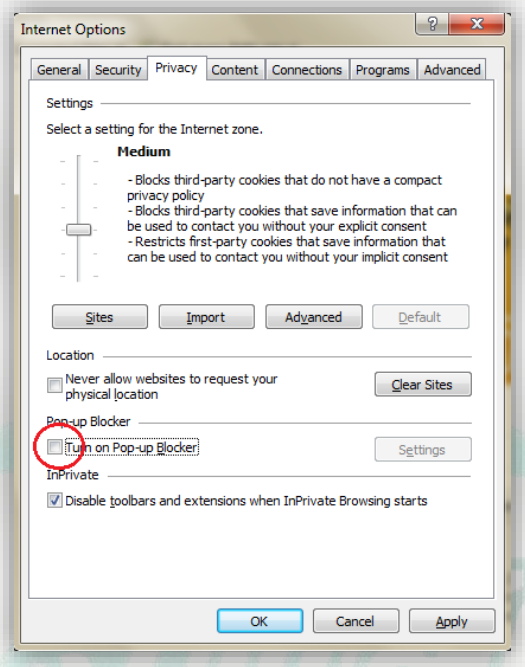


Now Scroll Down, Click on Disable Radio Button for Use Popup Blocker as follows:-



Click OK

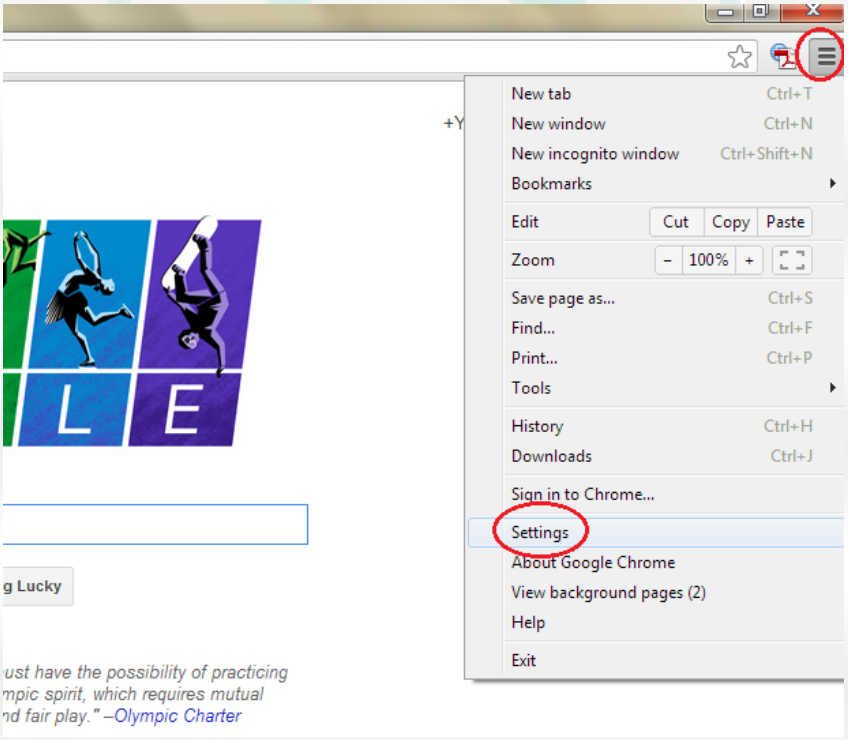
Now Go to →Privacy Tab



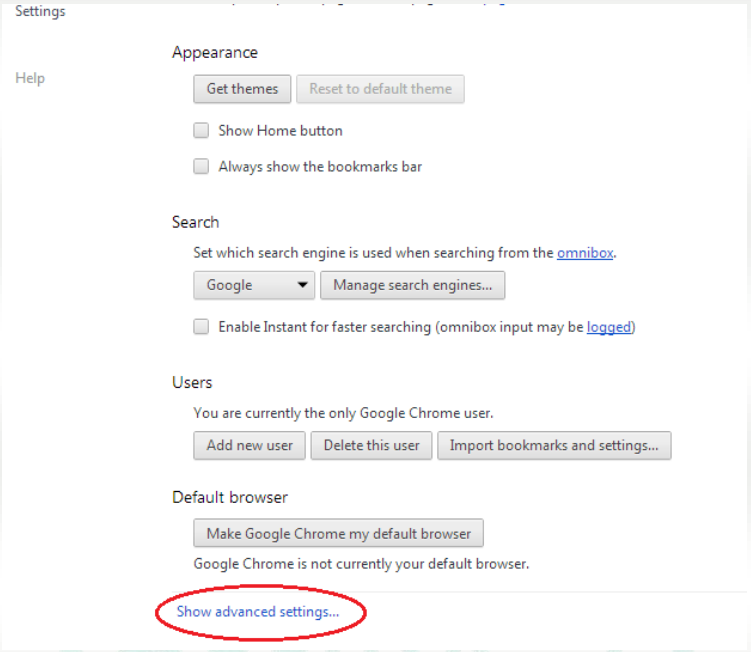
Uncheck the Option: Turn on Pop-up Blocker. Click OK & Restart the Internet Explorer.

If you are using **Google Chrome**, Kindly follow the following steps to Disable Popup Blocker:

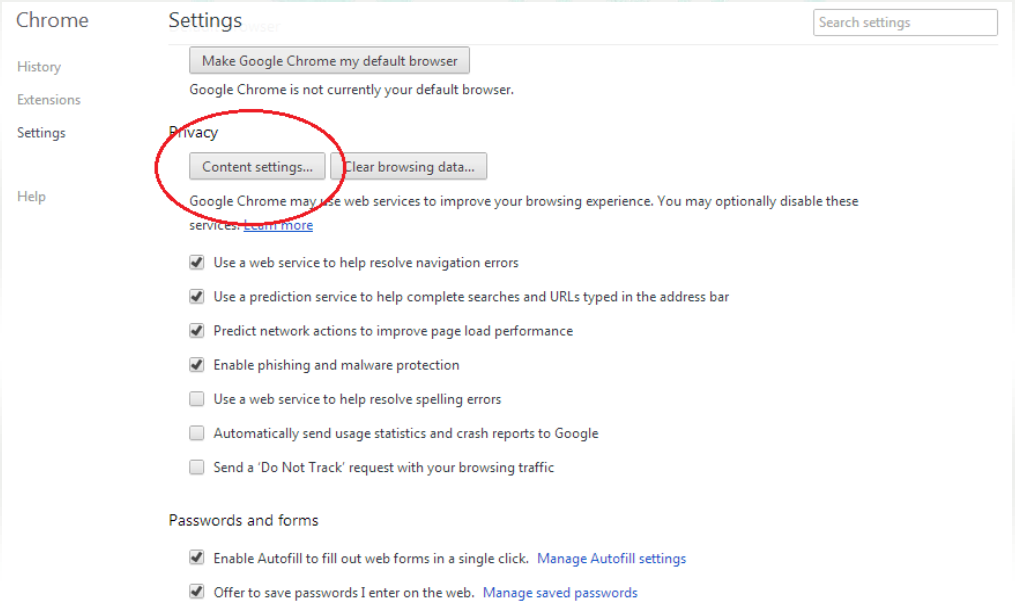
Open Google Chrome → Click on Button on Top Right Corner) → Click on Settings



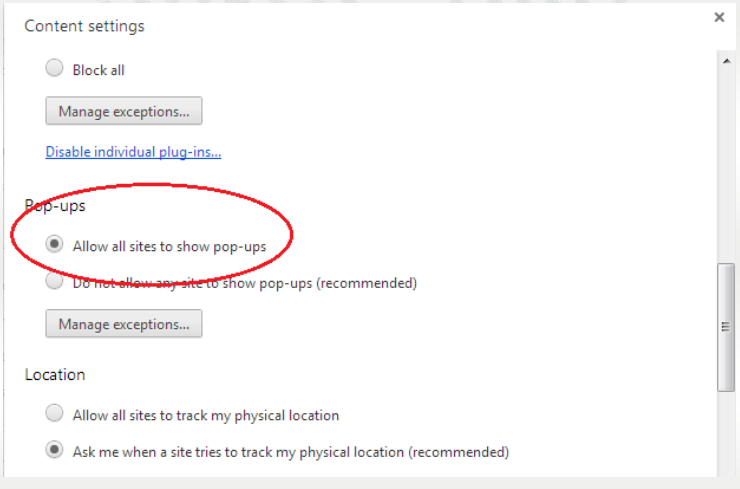
In the Settings Menu, Scroll down. Click on Show advanced settings…



Now Click on Content Settings in Privacy Option


Chrome
Settings
Search settings
History
Extensions
Settings
Help
Make Google Chrome my default browser
Google Chrome is not currently your default browser.
Privacy
Content settings...
Clear browsing data...
Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. Learn more
Use a web service to help resolve navigation errors
Use a prediction service to help complete searches and URLs typed in the address bar
Predict network actions to improve page load performance
Enable phishing and malware protection
Use a web service to help resolve spelling errors
Automatically send usage statistics and crash reports to Google
Send a 'Do Not Track' request with your browsing traffic
Passwords and forms
Enable Autofill to fill out web forms in a single click. Manage Autofill settings
Offer to save passwords I enter on the web. Manage saved passwords

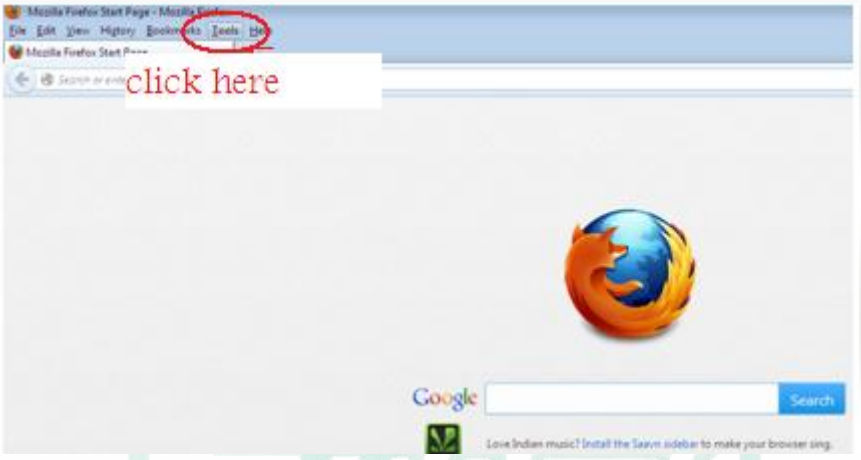
In Content Settings, Scroll Down → Click on Allow all sites to show pop-ups


Content settings
Block all
Manage exceptions...
Disable individual plug-ins...
Pop-ups
Allow all sites to show pop-ups
Do not allow any site to show pop-ups (recommended)
Manage exceptions...
Location
Allow all sites to track my physical location
Ask me when a site tries to track my physical location (recommended)

Now Press OK and Restart the Google Chrome.

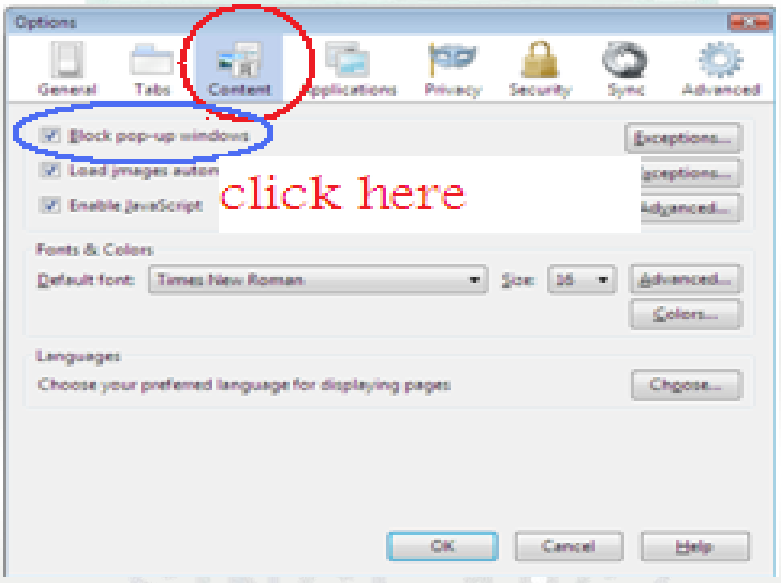
If you are using **Mozilla Firefox**, Kindly follow the following steps to Disable Popup Blocker:

Open Mozilla Firefox → select tool option and click on it.



Now scroll down and select Option and click on it

Select Content and then click on block pop-up windows to disable it.



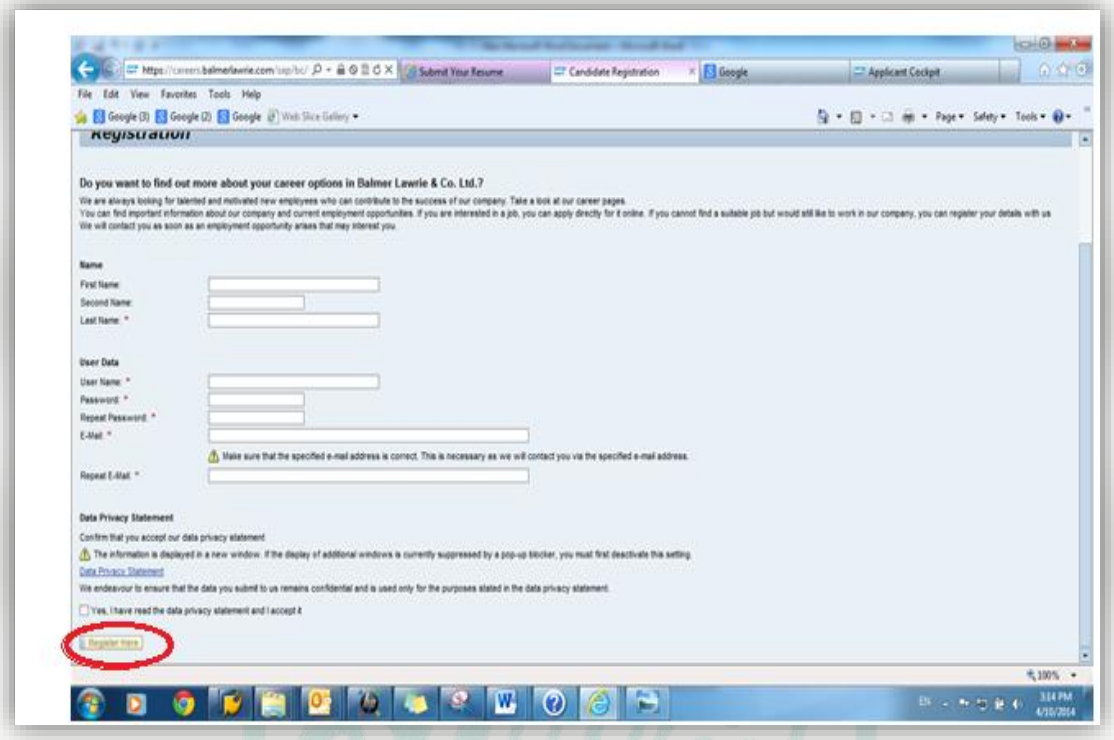
Now click on OK and Restart the Mozilla Firefox.

REGISTRATION: Step One

You can register by going to the Balmer Lawrie > Careers > Register Now or by clicking on the given link: https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#)

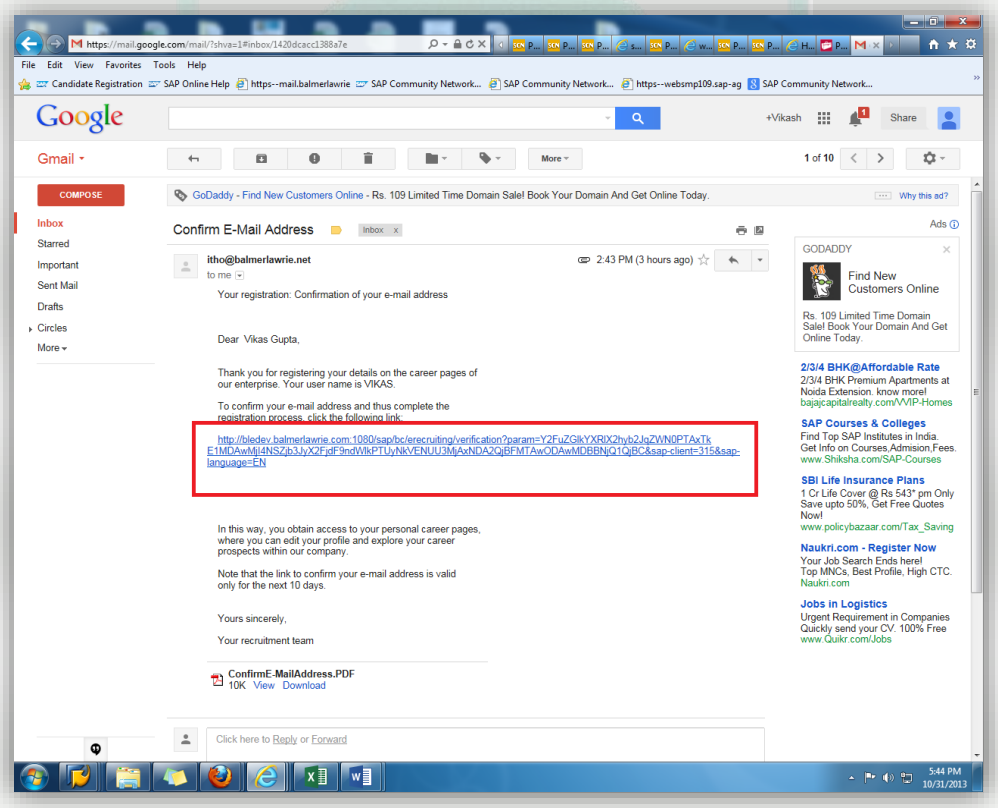
Please complete the Registration Form. The fields marked with an asterisk are mandatory, and are necessary for us to identify and contact you.
Once you have clicked "**Register Now**", the system sends an e-mail with a link for confirming the e-mail address to the mail id entered by you. The e-mail also contains a link to the Candidate Profile page, where you can enter you details and the user name (alias) that you have to use to log on to the system. The email will be received within 30 minutes.

Please note that once you have registered, you will use the assigned username to access this site in future.



REGISTRATION: Step Two

Now login to your provided e-mail address to open the link sent to you by the system. When you open the e- mail and you will use the confirmation link to confirm your e-mail address. In doing so, you have to observe the validity period of the link.


Confirm E-Mail Address
itho@balmerlawrie.net
to me
Your registration: Confirmation of your e-mail address
Dear Vikas Gupta,
Thank you for registering your details on the career pages of our enterprise. Your user name is VIKAS.
To confirm your e-mail address and thus complete the registration process, click the following link:
http://bledev.balmerlawrie.com:1080/sap/bc/erecruiting/verification?param=Y2FuZGlkYXRlX2hyb2JqZWN0PTAxTkE1MDAwMjI4NSZjb3JyX2FjdF9ndWlkPTUyNkVENUU3MjAxNDA2QjBFMTAwODAwMDBBNjQ1QjBC&sap-client=315&sap-language=EN
In this way, you obtain access to your personal career pages, where you can edit your profile and explore your career prospects within our company.
Note that the link to confirm your e-mail address is valid only for the next 10 days.
Yours sincerely,
Your recruitment team
ConfirmE-MailAddress.PDF
10K View Download

After confirming, you will be able to log on to the system with the assigned username and password and can access your personal career pages.

NOTE: - If the mail link does not work, then copy the URL and paste it to the browser directly.

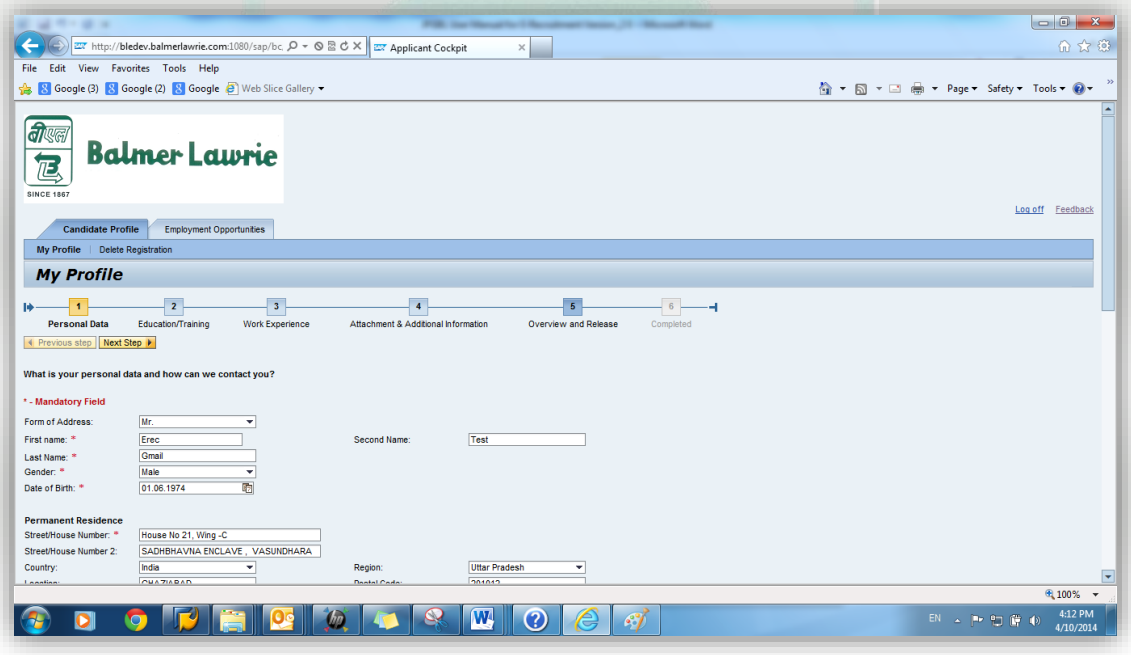
Confirmation of Your E-Mail Address
You have already confirmed your e-mail address.
You can log on to your personal career pages here:
Personal Career Pages

Now that you have registered, you can use your login details (user name/ID and password) to log into the Balmer Lawrie career site.

The overview page is opened with links for further navigation by clicking on link 'Personal Career Pages'.

CREATION OF YOUR PROFILE:

Step one: Personal data
Click on "Personal Data "tab and fill the details.



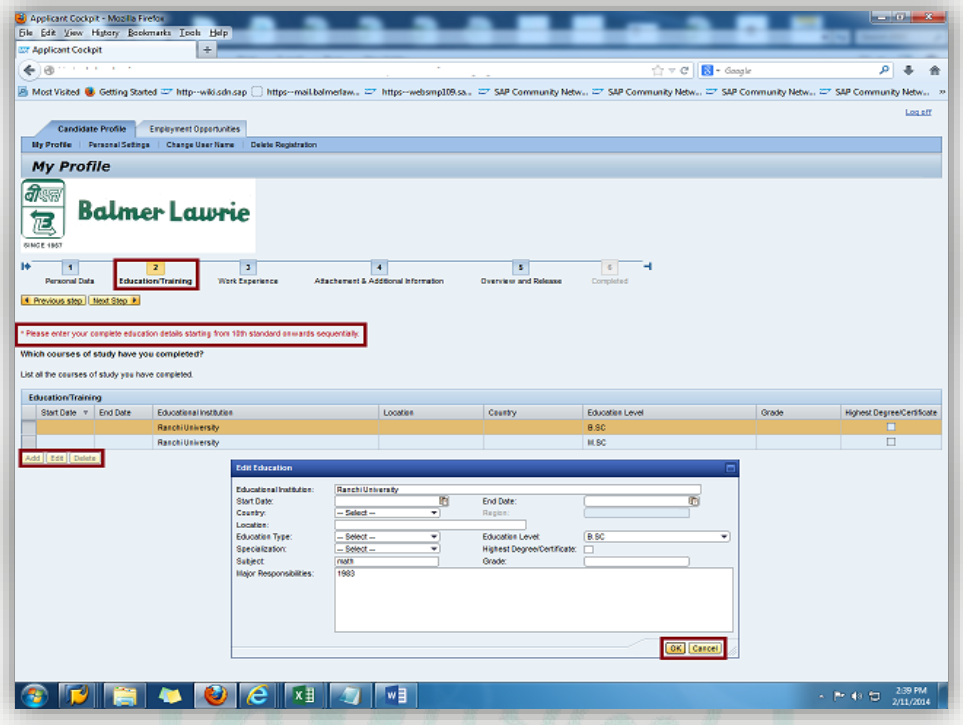
Once you have completed updating this step (page), click on "Next Step" to continue to the next roadmap step. ***Note that fields that are marked with an asterisk are mandatory and have to be completed before navigating away from this page.***

CREATION OF YOUR PROFILE:

Step two: **Education/Training**

The "Education/Training" step is now displayed. Click on "Add" to complete this section of the wizard. When

You have entered the necessary information, click on “OK” to save it. Click on “Add” for each new entry.



You can then click on “Next Step” or step three in the roadmap steps wizard.

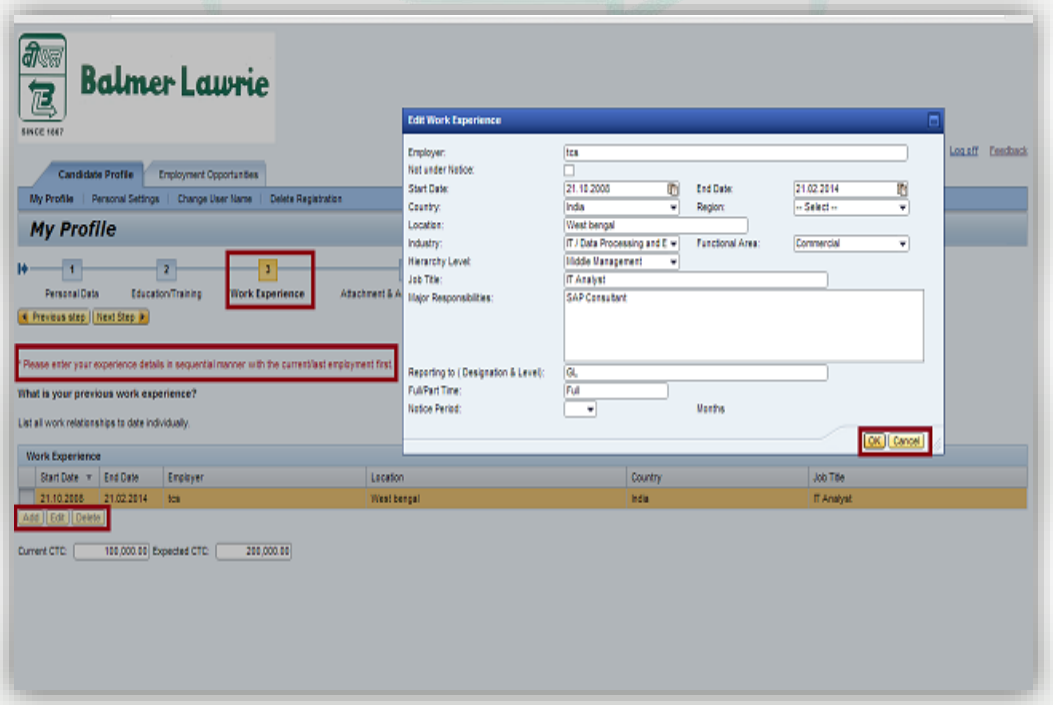
<u>Note:</u> Please add your educational qualification details from 10th standard onwards sequentially. The order of entry should be 10th, 12th, graduation and so on

<u>CREATION OF YOUR PROFILE:</u>

Step three: Work Experience

The third tab is the “Work Experience” tab. You work experience details needs to be entered in this tab. Pls. click on the “Add” button to add each individual job details. Click on the “OK” button in the new window to save the information you’ve entered.

If you have worked in more than job pls. keep adding, by clicking the add button and saving the same by clicking on the Ok button for each job



CREATION OF YOUR PROFILE:

Step Four: Attachments and Other information

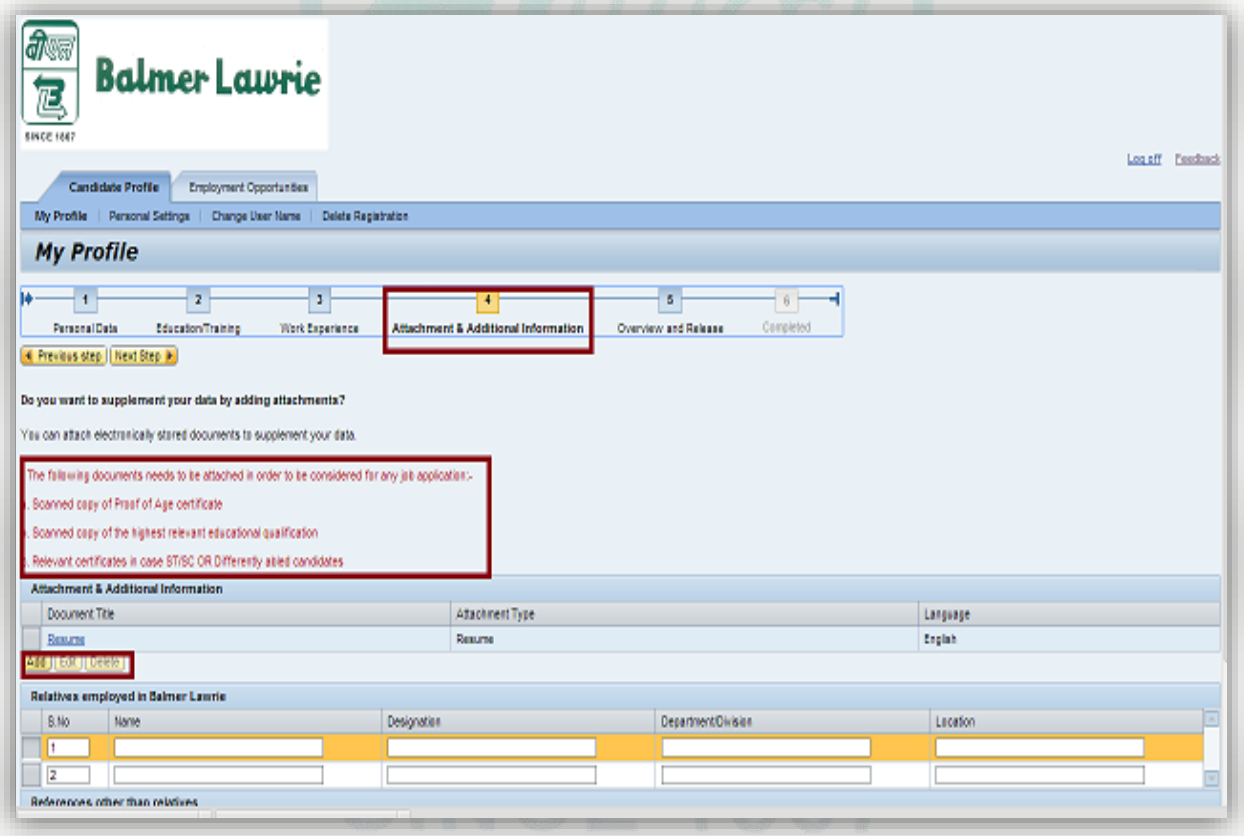
This tab is for entering your other details and also uploading the mandatory attachments. You can attach each individual document by following the given below simple steps:

1. Click on "Add"
2. Then click on "Browse" to locate the document. (The document may be stored in your computer/ USB drive etc.)
3. Select the document and click "open"
4. Then enter the title of the document into the "Document title" field.
5. Repeat the above steps for the next document
6. Click on upload button

Each document needs to be uploaded separately.

Points to Note:

1. You need to mandatorily upload soft copies of your proof of age, photograph, relevant highest qualification, caste certificate if applicable
2. The soft copies should in in the following format only- pdf, jpeg,.doc,.docx



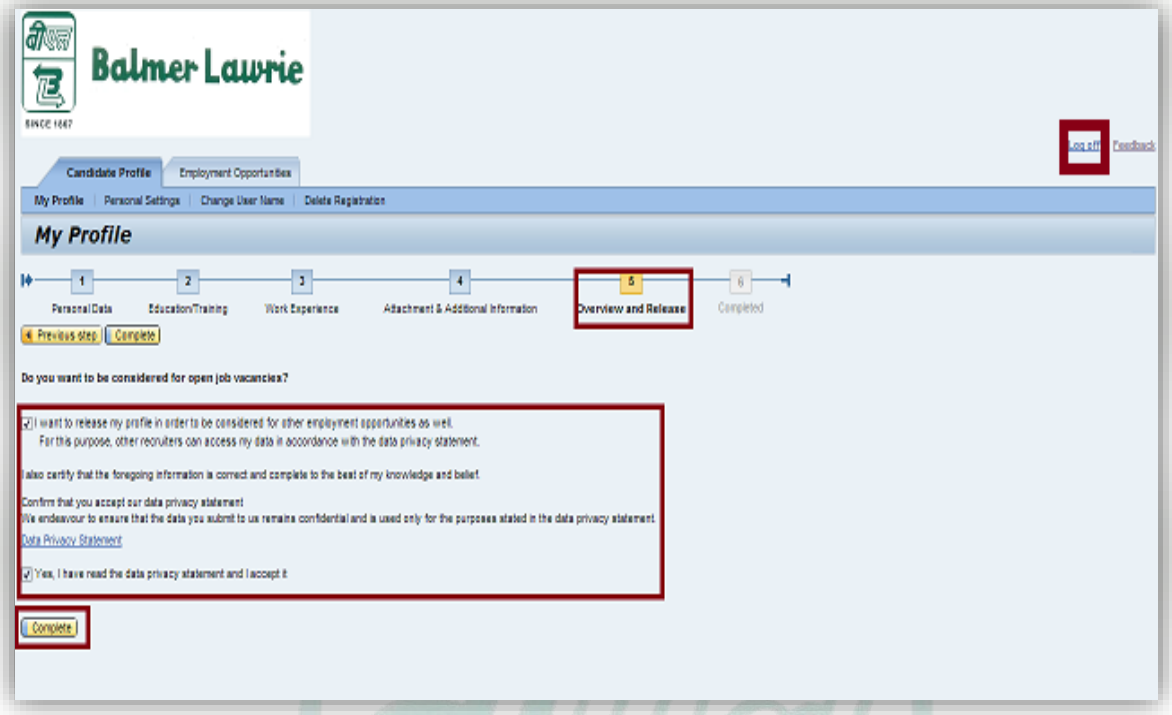
CREATION OF YOUR PROFILE:

Step Five: Overview & Release

In this step you "Overview & Release" you profile for Balmer Lawrie recruiters to access your profile. This is done by following the given below steps:

1. Check the relevant options
2. Once you are satisfied with your application click on the "Complete" button

This step will ensure that your application process is completed. If you do not complete this step, your application will remain in "Draft" format when you view it in "My applications".

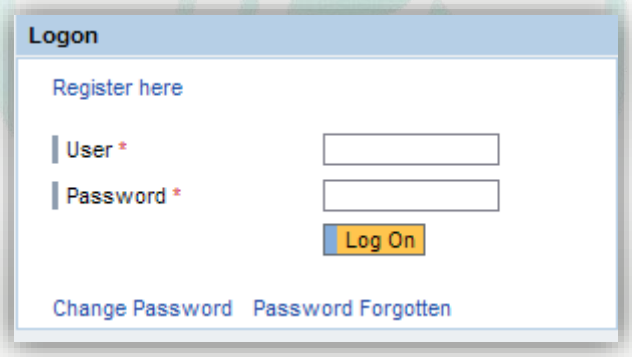

Balmer Lawrie
Candidate Profile
Employment Opportunities
My Profile
Personal Settings
Change User Name
Delete Registration
My Profile
Personal Data
Education/Training
Work Experience
Attachment & Additional Information
Overview and Release
Completed
Previous step
Complete
Do you want to be considered for open job vacancies?
I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.
I also certify that the foregoing information is correct and complete to the best of my knowledge and belief.
Confirm that you accept our data privacy statement
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.
Data Privacy Statement
Yes, I have read the data privacy statement and I accept it
Complete

The application confirmation message and window is now displayed. This shows that your application is successfully saved and submitted. If you do not get this message your application will still be in "Draft" status and cannot be accessed by Balmer Lawrie recruiters.

APPLYING FOR A JOB: Log in

Once one registered, you need not register again but login with the username and password you have provided.
To do so, click to the following link –

https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=100&sap-language=EN&sap-accessibility=X

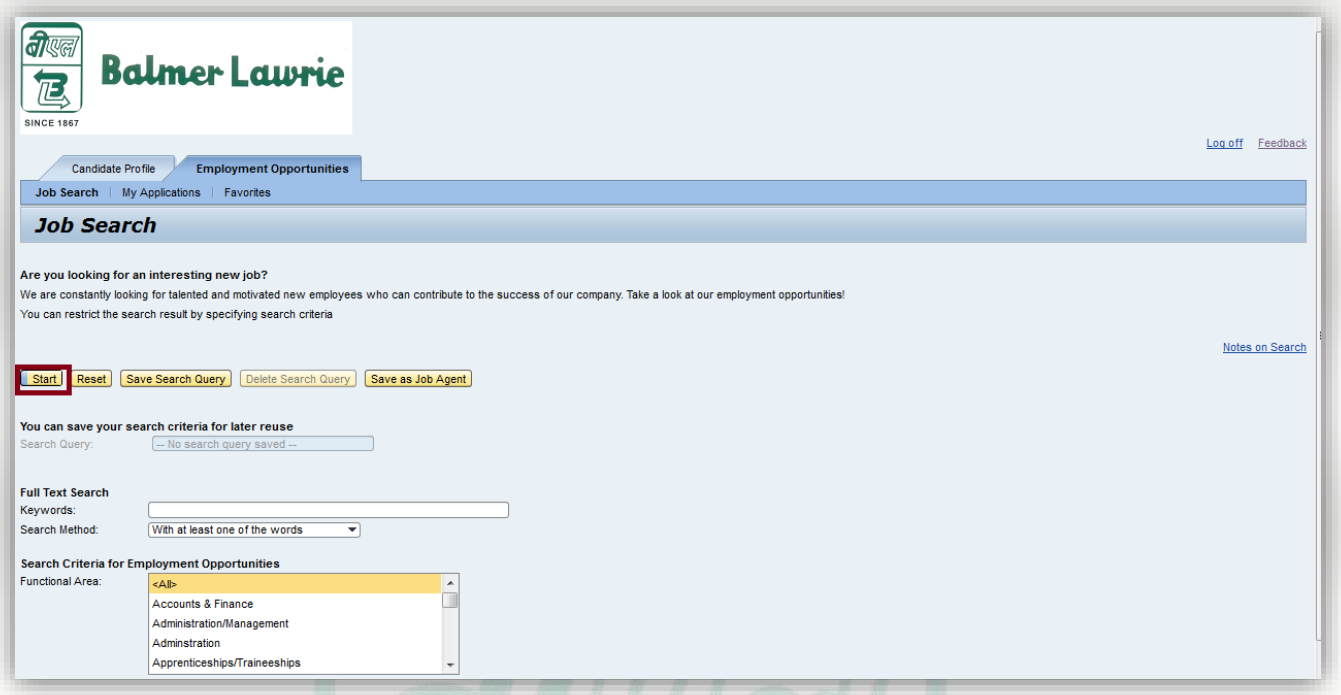


- Enter your user name and password entered during registering.
- Click on "Log on".

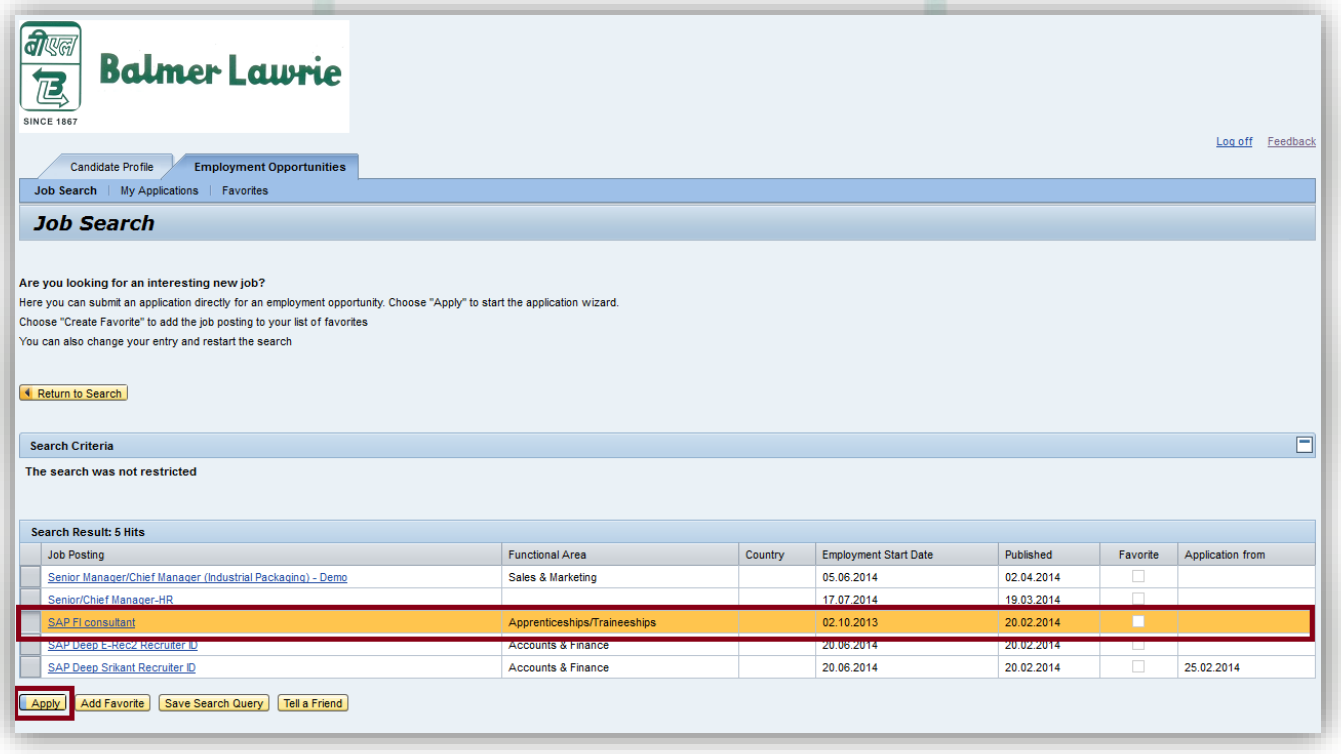
The "Applicant Cockpit" is opened.

Applying for a Job: Job Search

1. Go to the tab "Employment Opportunities" and click on the 'Search' button to see the entire published job as on the date.

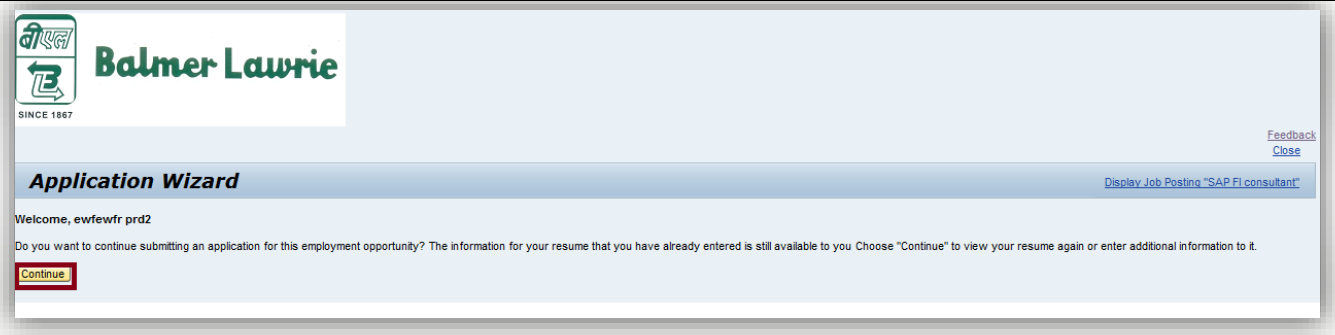


Select the job what you want to apply by clicking on the extreme left box



2. Click on the " Apply" button
3. The given below page will appear
4. Click on continue
5. This will lead to the "Personal Data" tab which you have already filled in

Note: A new window opens in a Pop-up (If not, Kindly Disable Pop-up blocker in your Web-browser)., Click on next and continue till you get System Generated CV.

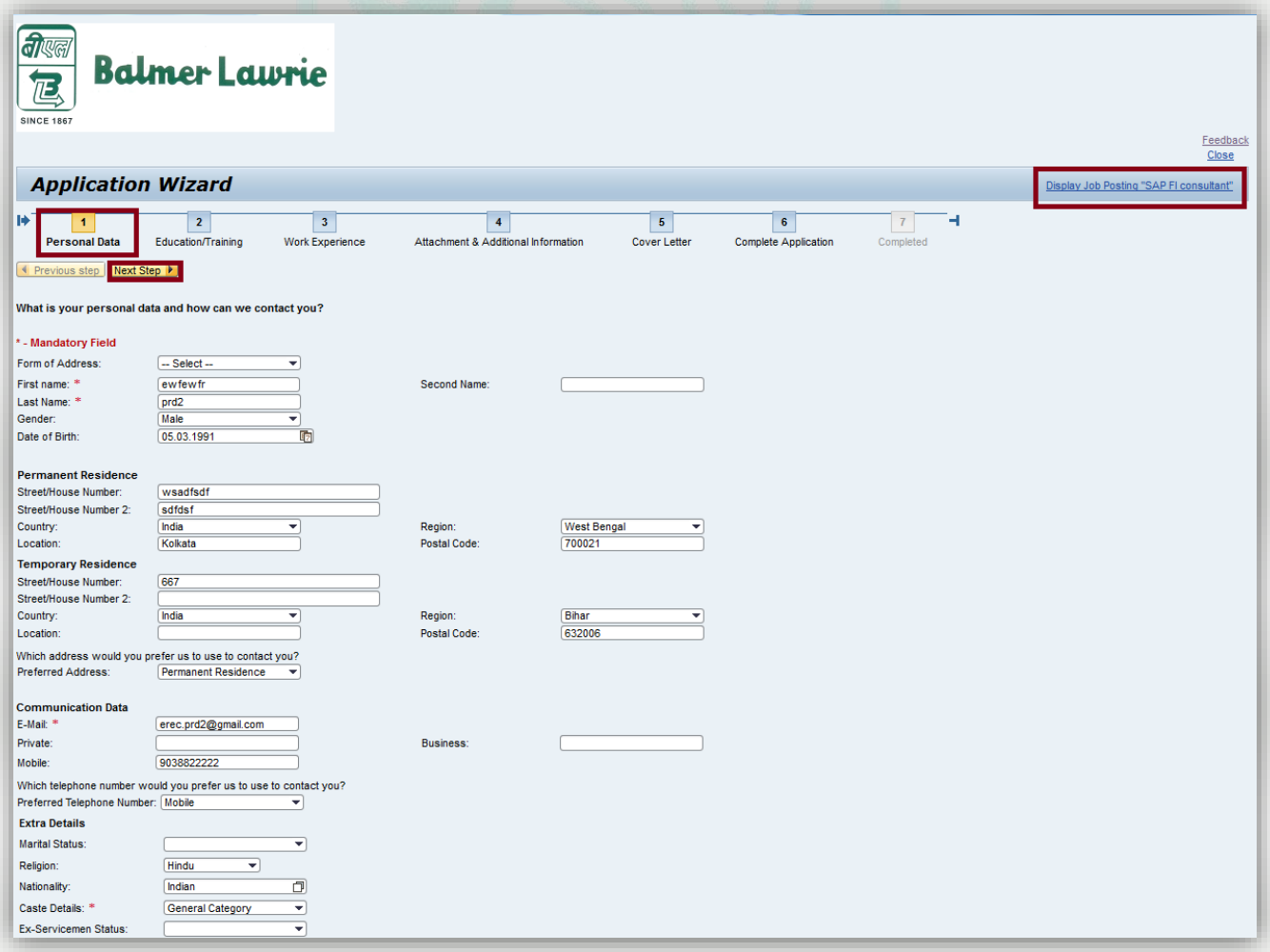

Balmer Lawrie
SINCE 1867
Feedback
Close
Application Wizard
Display Job Posting "SAP FI consultant"
Welcome, ewfewfr prd2
Do you want to continue submitting an application for this employment opportunity? The information for your resume that you have already entered is still available to you Choose "Continue" to view your resume again or enter additional information to it.
Continue

Applying Against a Job: Submission of Application

Step One: Review Personal data

The system displays the data which has already been filled by you. You are expected:

1. Check the data for accuracy
2. Modify in case something needs to change
3. Once done you need to move to the next tab and do the same for the information in that tab



Once you have completed updating this step (page), click on "Next Step" to continue to the next roadmap step.

Note that fields that are marked with an asterisk are mandatory and have to be completed before navigating away from this page.

Applying Against a Job: Submission of Application

Step Two: Review of Education/Training data

The "Education/Training" tab is now displayed. As with the Personal Data tab you are expected to check and edit the information stored.

In case you need to edit some information, please follow the steps as done while creating your profile.

Applying Against a Job: Submission of Application

Step 3-4: Review of Other data

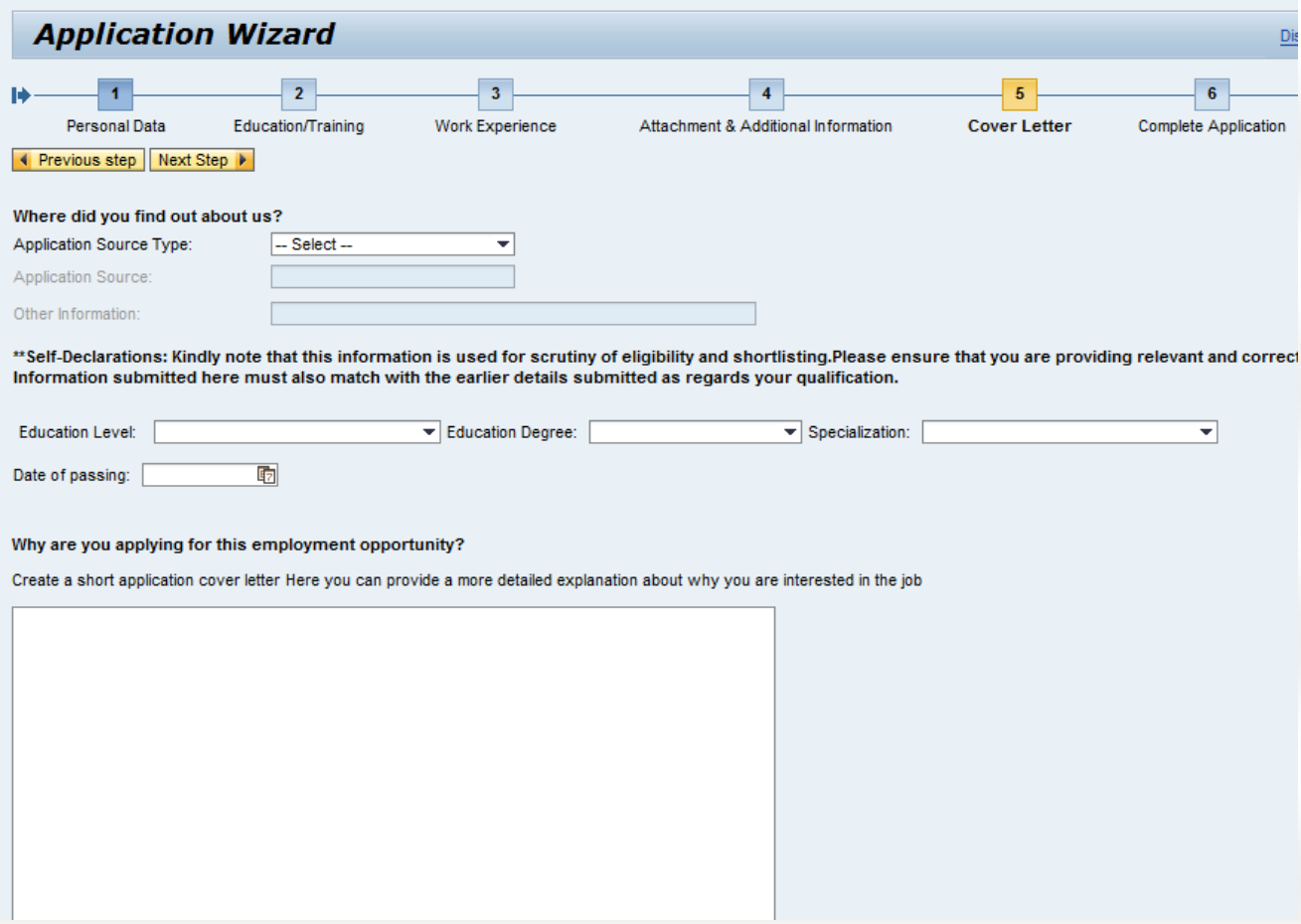
PLEASE REVIEW ALL INFORMATION TILL STEP 4 (Attachment and Additional Information)

Applying Against a Job: Submission of Application

Step Five: Cover Letter

In this tab you can write a cover letter by typing in the space given. Also pls. fill in the relevant details in the various fields

Note: If you are viewing an Error about Relevant Qualification OR Application Source Type, Ensure that your Qualification in Education Experience Tab is same as mentioned in Cover Letter Page / Try another Application Source Type.


Application Wizard
1 Personal Data
2 Education/Training
3 Work Experience
4 Attachment & Additional Information
5 Cover Letter
6 Complete Application
Previous step
Next Step
Where did you find out about us?
Application Source Type:
-- Select --
Application Source:
Other Information:
**Self-Declarations: Kindly note that this information is used for scrutiny of eligibility and shortlisting.Please ensure that you are providing relevant and correct
Information submitted here must also match with the earlier details submitted as regards your qualification.
Education Level:
Education Degree:
Specialization:
Date of passing:
Why are you applying for this employment opportunity?
Create a short application cover letter Here you can provide a more detailed explanation about why you are interested in the job

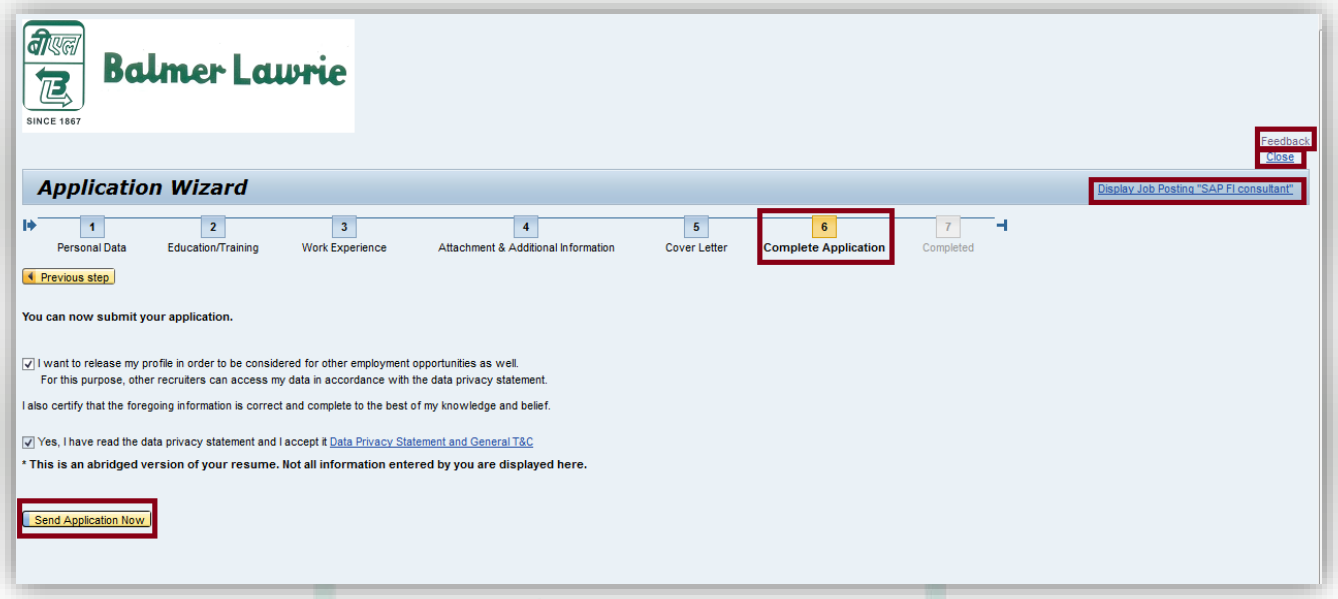
Applying Against a Job: Submission of Application

Step Six: Complete Application

This is the final step before submitting an application against a job posted. You can do so by:

1. Checking against the option for releasing your profile for access to Balmer Lawrie recruiters
2. Reading the General Terms & Conditions and Data Privacy Statement. This can viewed by clicking on the link given in the page
3. Agreeing to the Terms and conditions and Data privacy regulations by checking against option given
4. Once you are satisfied with your application, click on the "Send Application Now" button. This step will ensure that your application process is completed.

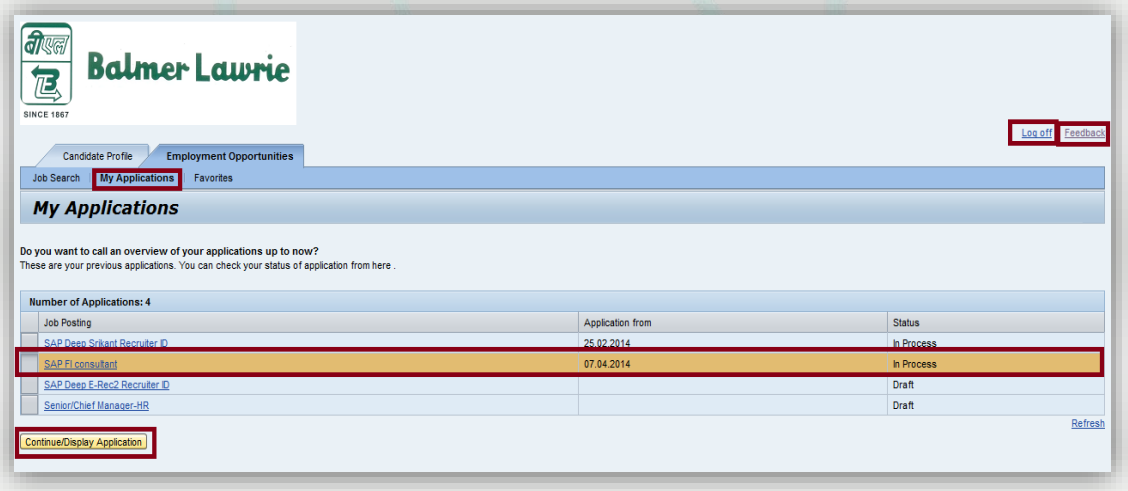
If you do not complete this step, your application will continue to remain in "Draft" format when you view it in "My applications".


Balmer Lawrie
SINCE 1867
Feedback
Close
Application Wizard
Display Job Posting "SAP FI consultant"
1 Personal Data
2 Education/Training
3 Work Experience
4 Attachment & Additional Information
5 Cover Letter
6 Complete Application
7 Completed
Previous step
You can now submit your application.
I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.
I also certify that the foregoing information is correct and complete to the best of my knowledge and belief.
Yes, I have read the data privacy statement and I accept it Data Privacy Statement and General T&C
* This is an abridged version of your resume. Not all information entered by you are displayed here.
Send Application Now

Track Your Applications:

One can track his/her application by simply clicking on the "My applications" under "Employment Opportunities" tab.

The screen shot is given below –



Following are the meaning of the various statuses shown:

Draft: This means you have not submitted your application for position as yet

In-Process: This means that you have applied and work is in progress for all applications against that particular job.

Rejected: You have not been considered for the position.

Selected: Offer to be made.

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